

CIM User Guide

How to Create a Bundle of Proposals

This guide walks you through the steps and best practice tips for creating a Bundle of CIM proposals.

How Bundling Works

Bundling takes any course and/or program proposal(s) and links them together so that they move through workflow together. Workflow steps from all proposals involved are merged into one.

How to Create a Bundle

The below steps assume you know how to create one or more proposals for either courses, programs or both. For step-by-step instructions on how to create or edit courses or programs, see the corresponding faculty guide at wichita.edu/courseleaf.

Important Note:

You will only be able to add proposals that you were the last person to “Save Changes” on to the Bundle. If you are wanting to add a proposal to your Bundle that someone else edited for you, you will need to click “Edit Course” or “Edit Program” on that proposal and then click “Save Changes” at the bottom, even if you don’t need to make any additional edits. The system will then recognize you as the last person to edit that course/program and you’ll be able to add it to a Bundle.

1. When all proposals are ready to be submitted to workflow, open one of the proposals for editing by clicking the “Edit Course” or “Edit Program” button and click the “Start Workflow” button at the bottom. The “Choose Proposals to Bundle” pop-up box will open. All course/program proposals you have recently edited will appear in a list.

Choose Proposals to Bundle

Select any proposals you would like to bundle together for approval. Only proposals you have saved are available to bundle.

Bundle Title:

Course

- AE 223: Statics ⓘ
- AE 430: Aerospace Engineering I ⓘ
- AE 431: Aerospace Engineering II ⓘ
- ANTH 547: History of Anthropology ⓘ
- ARTE 313: Fiber Exploration ⓘ
- ARTH 520B: Renaissance Portraiture

Program

- 0063: BS in Chemistry - ACS Biochemistry Option
- 0228: BBA - Business Administration
- 0272: MEd or Endorsement in Special Education - Low Incidence
- 0281: MS in Computer Science
- 0449: MS in Space Science ⓘ
- 0460: PhD in Space Science and Physics ⓘ

Best Practice Tip #1: *If your Bundle includes a program, open the program proposal to click “Start Workflow” and create the Bundle with the program as the primary proposal. This helps generate a workflow centered around the program.*

Best Practice Tip #2: *The proposal selected to start the workflow is used as the primary proposal. This means that the order of the merged workflow is based off of it. If your proposal includes courses/programs from different departments/colleges, choose a proposal from the lead department for the curriculum changes as the primary proposal to create the Bundle. This will mean that the order of the merged workflow will have the lead department reviewing and approving the Bundle first and the other departments will review/approve the Bundle next.*

Note: *If there are exclamation marks in black circles that appear, this means at least one of the required fields on that proposal isn’t filled out and therefore not ready to start through workflow. These proposals cannot be added to*

the Bundle until all of the required fields on the form are filled out. If you need to add one or more proposals to a Bundle that has an exclamation mark next to it, click **“Cancel”** and go back to those proposals to finish filling out all required fields before starting Step #2 again.

Choose Proposals to Bundle

Select any proposals you would like to bundle together for approval. Only proposals you have saved are available to bundle.

Bundle Title:

Course

- AE 223: Statics
- AE 227: Engineering Digital Computation
- AE 430: Aerospace Engineering I
- AE 431: Aerospace Engineering II
- CS 350E: Computer Programming for Aeroplanes ⓘ
- ECE 282: Circuits I

Program

- 0276: MS in Aerospace Engineering

2. Select all proposals you want added to the Bundle. Up to 99 proposals can be added to a Bundle. The order the proposals are selected in does not affect the Bundle.
3. Type in a title for the Bundle. This title should be descriptive of the overall curriculum changes being made, but doesn't need to be long. **Example:** Biology Curriculum Update 2024, PHS Course Subject Changes, New Space Science Degree Proposals

Choose Proposals to Bundle

Select any proposals you would like to bundle together for approval. Only proposals you have saved are available to bundle.

Bundle Title:

Course

- CESP 781: Cooperative Education
- CS 350E: Computer Programming for Airplanes ⓘ
- ECE 282: Circuits I
- ECE 577C: Introduction to Data Communications ⓘ
- ECE 586L: Introduction to Communication Systems Lab
- ECE 593: Computer Methods for Power Systems ⓘ

Program

- 0276: MS in Aerospace Engineering

4. Click **“Start Workflow.”**

Choose Proposals to Bundle

Select any proposals you would like to bundle together for approval. Only proposals you have saved are available to bundle.

Bundle Title:

Course

- AE 223: Statics
- AE 227: Engineering Digital Computation
- AE 430: Aerospace Engineering I
- AE 431: Aerospace Engineering II
- CS 350E: Computer Programming for Aeroplanes
- ECE 282: Circuits I

Program

- 0276: MS in Aerospace Engineering

Once the Bundle has been submitted to workflow and you are returned to the Management screen, you can select any proposal in the Bundle to view the bundled proposals.

aerospace History - OR -

Number of Program	Program Name	Workflow	CIM Status
27	BS in Aerospace Engineering		Edited
276	MS in Aerospace Engineering		Edited
277	PhD in Aerospace Engineering - Postmaster's		
278	PhD in Aerospace Engineering - Postbaccalaureate		
474	BS in Aerospace Engineering - Applied Propulsion Track		
503	Departmental Honors in Aerospace Engineering		

Aerospace Program Changes +

Course

- [AE 223: Statics](#)
- [AE 430: Aerospace Engineering I](#)
- [AE 431: Aerospace Engineering II](#)
- [CS 350E: Computer Programming for Aeroplanes](#)
- [ECE 282: Circuits I](#)

Program

- 0027: BS in Aerospace Engineering

In Workflow

1. Associate Registrar
2. Catalog Editor
3. AE Chair
4. ECE Department Curriculum Committee Chair
5. ECE Chair

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VIEWING: 27 : BS in Aerospace Engineering